

Ms. Kaye Lawler
July 9, 2008
Page 2

- c) The funds received shall be placed in an interest bearing account until such time as they are needed for the purposes set out in the Appropriations Act. In the event that any portion of the funds is not expended, the unexpended portion plus any accrued interest shall be returned to the State.
 - d) You must complete the attached **Substitute W-9 Form** and return it with this signed Letter of Agreement. You are responsible for and assume the liability for failure to provide the correct taxpayer identification number for IRS purposes.
2. In order that we may process payment, return to the State agency head the following materials together:
- a) This signed Letter of Agreement; and
 - b) Substitute W-9 Form.

We encourage you to return these materials as soon as possible. The State is prepared to process this agreement and issue payment in a timely fashion, upon receipt of these materials.

If you should have any questions or comments or need any assistance responding to this request, please contact Regina Surber, Director, Community Services, at (615) 313-4762.

Please retain a copy of this Letter for your records. Payment status and accounting inquiries may be directed to the following staff of this department:

Rick Brown
DHS Fiscal Services
400 Deaderick Street
Nashville, TN 37248
(615) 313-5382